



PORTFOLIO MANAGER • QUICK REFERENCE GUIDE

HOTELS

Rating Your Energy Performance

Use the US EPA's energy performance rating system within Portfolio Manager to rate the energy performance of your hotels on a scale of 1–100. Rate all of your facilities and update the data regularly to take control of your energy costs. See top of page two for eligibility and data needed.

USE PORTFOLIO MANAGER STEP-BY-STEP

STEP	ACTIVITY	ACTION												
1	Access Portfolio Manager	http://www.energystar.gov/benchmark Scroll down to the Login section												
2	Access your account <ul style="list-style-type: none">■ Create a new account■ Login to an existing account■ Get a brief system overview	<ul style="list-style-type: none">■ Click NEW USER■ Enter user name and password and click LOGIN■ Click SYSTEM TOUR or LEARN MORE												
3	Add a new facility	Click ADD FACILITY												
4	Enter general building data	Enter data and click SAVE												
5	Enter space use data <div><div>Space Use</div><div><div>Add Space</div><table><tr><th>Space Name</th><th>Space Type</th><th>Floor Area (Sq. Ft.)</th><th>% Floor Area</th><th>Alerts</th><th></th></tr><tr><td colspan="6">No Space Defined</td></tr></table></div></div>	Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts		No Space Defined						Go to “Space Use” section and click ADD SPACE <ul style="list-style-type: none">■ Enter a facility name and select the space type Click CONTINUE■ Enter space data. Click SAVE <i>Repeat for all space types</i>
Space Name	Space Type	Floor Area (Sq. Ft.)	% Floor Area	Alerts										
No Space Defined														
6	Enter energy use data <div><div>Energy Meters</div><div><div>Add Meter Weather Normalization Details</div><table><tr><th>Meter Name</th><th>Energy Type</th><th>Space(s)</th><th>Last Meter Entry (End Date)</th><th>Alerts</th><th></th></tr><tr><td colspan="6">No Meter Defined</td></tr></table></div></div>	Meter Name	Energy Type	Space(s)	Last Meter Entry (End Date)	Alerts		No Meter Defined						Go to “Energy Meters” section and click ADD METER <ul style="list-style-type: none">■ Enter Meter name, type, units. Click SAVE■ Enter number of months and start date. Click CONTINUE■ Enter energy use and cost. Click SAVE <i>Repeat for all fuel types</i>
Meter Name	Energy Type	Space(s)	Last Meter Entry (End Date)	Alerts										
No Meter Defined														
7	Review and interpret results	Go to “Facility Performance” section and review your results. Guidance is provided on page two of this guide.												
8	Manage account and apply for recognition	Share data, generate a Statement of Energy Performance, apply for ENERGY STAR label, create a building profile, and perform other administrative tasks.												

www.energystar.gov/benchmark

ELIGIBILITY CRITERIA

- Fifty percent or more of total space (excluding Garages and Parking Lots) must be designated as Hotel/Motel space
- No more than 10 percent of floor area designated as computer data center
- Gross square footage of 5,000 square feet or greater
- Occupied for at least 11 of the last 12 months
- The hotel/motel must contain the number of rooms that fall within the parameters set forth by the hotel type
- Average annual hotel/motel occupancy rate is greater than 45 percent





It is very important to select the correct hotel category for a given property. For assistance in making that determination, visit www.energystar.gov/benchmark, select "Eligibility requirements", and then "Amenity and Category Definitions" for hotels.

RATING INTERPRETATION

Establish a baseline for all facilities in your portfolio, then set improvement goals and create an action plan. Use the guidance below to determine the appropriate next steps.

- 1–49** Greatest opportunity for improvement. Investments in new equipment, combined with aggressive low-cost operations and maintenance practices could have the greatest impact on your bottom line.
- 50–74** Significant opportunity to reap savings. Simple, low-cost operations and maintenance practices, combined with equipment upgrades, could yield significant savings.
- 75–100** Opportunity to gain recognition and demonstrate best practices. Continue to improve and maintain superior performance by focusing on operations and maintenance.

HELPFUL HINTS

- Enter 12 consecutive months of overlapping energy data without gaps in time.
- When entering data, do not include commas or other punctuation.
- When updating a facility's energy use, enter the meter name and energy data. Select the correct units of measurement.
-  **ACCOUNT INFORMATION** Change your password or user profile.
-  **CONTACTS** Maintain contact information for your energy team.
-  **CONTACT US** Use this option or e-mail energystarbuildings@epa.gov.
-  **HELP** Access user-support information and get answers.

DATA NEEDED

- Zip code
- Number of rooms
- Gross floor area
- Year built
- Presence or Absence of On-site cooking and laundry facility
- Average annual occupancy rate
- At least 320 days of energy consumption data for all fuel types

FEATURES

- **Consolidate accounts.** From the Facility Summary page, go to "[Sharing Data](#)," click "[Transfer](#)."

Sharing Data
[Add](#) user to share this Facility
[Modify](#) list of users
[Transfer](#) Facility to another user
[View](#) entire Access List for this Facility

- **Share facilities across accounts.** From the Facility Summary page, go to "[Sharing Data](#)," click "[Add](#)."

- **Group Facilities within an account.** Determine groups (e.g., region, facility type). From the My Portfolio page, click "[Create Group](#)."



- **Generate a Statement of Energy Performance.** Use it as a management report and as a transactional document. Also use it to apply for the ENERGY STAR label if eligible. From the Facility Summary page, click "[Generate](#)"

Statement of Energy Performance
[Generate](#) a Statement of Energy Performance
[View](#) Statement of Energy Performance

(see **8** page one).